

RADWORKER I AND GERT TRAINING POLICY

RADWORKER I

Initial Training* – requirements for all new Users to complete RadWorker I training are:

1. attending the classroom training **or** reviewing the computer based training online at the following url: http://www.jlab.org/div_dept/train/webbasedtraining.html
2. a written test taken in the International Services Office after completion of Step 1
3. a practical exercise^{††} evaluation at the RadCon Testing Center after completion of Step 2

***Initial training is also required for any User whose most recent qualification occurred before August 15, 2000 and is attempting to renew Radworker I training.**

If the written test is failed, the User has the option of either reviewing the computer based training or re-attending the classroom training, and attempting the test again in 24 hours. **If a second failure occurs**, the User **must attend the classroom training** before re-testing. **If a third failure occurs**, no further testing will be offered. The matter will be referred to the RadCon manager.

If the practical factors exercise is failed, at the discretion of the instructor, the User may be allowed to attempt the exercise again after a period of time to be determined by the instructor. If the User does not pass the practical exercise due to an inability to verbally communicate in English with the instructor, the matter will be referred to the RadCon manager.

Requalification - requirements for Users to renew Radworker I certification are:

1. attending the full classroom training **or** review of the computer-based training at the URL above. A review of a hard copy of the course handout may be used when computer resources are not available to review the computer based training. Copies can be obtained at the International Services Office or at: <http://www.jlab.org/accel/RadCon/RW1options.html>
2. completion of the written test in the International Services Office after completion of Step 1.

If the written test is failed, the User has the option of either reviewing the computer based training again or re-attending the classroom training, and attempting the test again in 24 hours. If during this time the User has current qualifications, they shall remain in place. **If a second failure occurs**, the User **must attend the classroom training** before re-testing. If the User has current qualifications and a second failure occurs, the TLD badge will be revoked and the equivalent of GERT certification will be retained until successful requalification occurs. **If a third failure occurs**, the matter will be referred to the RadCon manager.

GERT

Initial and Requalification – requirements for Users to complete GERT training, both initial and requalification are:

1. completion of classroom training or full review of the computer based training course
2. the coursework is followed by a test, which may be taken “open book”

If the written test is failed after attending the classroom training, the instructor will review the test and advise.

If the written test is failed using the computer based training, the system directs the User to review the material again. The extent of the review is controlled by the User. The User may attempt the test again at a time of their choosing, and the number of attempts is not restricted.